


<div><div><div>State of Tennessee</div><div></div><div>Department of State</div><div>Charitable Solicitations</div><div>312 Eighth Avenue North</div><div>8th Floor, William R. Snodgrass Building</div><div>Nashville, TN 37243-0308</div><div>(615) 741-2555</div></div></div>	<div><div>WARNING: Falsification or misleading statements subject to maximum \$5,000 penalty. T.C.A. § 48-101-514</div><div>SOLICITATION CAMPAIGN NOTICE</div></div>	OFFICE USE ONLY
		Date Stamped

INSTRUCTIONS:

Prior to the commencement of each solicitation campaign, a completed solicitation notice form shall be filed by a professional solicitor with the Secretary of State. Within seventy-two (72) hours after any modifications or changes in the required information, the Secretary shall be notified by the professional solicitor of those modifications or changes. If you are unable to answer in the space provided, attach additional sheets. **LABEL ALL ATTACHMENTS ACCORDING TO APPLICABLE PART AND ITEM NUMBER. PLEASE PRINT OR TYPE.**

Part I

1. Name of Professional Solicitor.

2. Name of Charitable Organization on whose behalf the campaign is being conducted.

3. Location where campaign will be conducted. Address

City State Zip Telephone

4. Attach a list of all employees or other individuals who will be working in connection with this campaign. Attach any applications for individuals not presently registered. Include names and residence addresses.
List Attached ☐ List Not Attached ☐

5. A. Please provide all bank account numbers and the location of all bank accounts where receipts from the campaign are to be deposited.

5. B. Name of individual(s) responsible for making deposits.

6. Describe in detail the type of fund raising event which will be conducted on behalf of the charitable organization during this particular campaign.

7. Beginning and ending dates of this campaign.

Dates may not exceed one (1) year.

MONTH DAY YEAR

THROUGH

MONTH DAY YEAR

Part II

T.C.A. § 48-101-513 requires the professional solicitor to submit certain documents prior to beginning any solicitation campaign. A solicitation comes in many forms, i.e., telemarketing, direct mail, door-to-door, etc. The following is a list of documents which may, or may not, be required to be filed. Indicate whether or not a document is attached by marking the appropriate box.

	Attached	Not Attached
1. Authorization to solicit form, bearing the signature of two (2) authorized officers of the charitable organization and one (1) of the professional solicitor. Term of authorization may not exceed one (1) year.	<input type="checkbox"/>	<input type="checkbox"/>
2. A true copy of any contract or written agreement which sets forth all of the terms of the campaign.	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of text of each of the scripts, or oral solicitations, made to the public.	<input type="checkbox"/>	<input type="checkbox"/>
4. True and actual samples of any mail-out literature, pledge receipts, tickets or any other written handout material utilized in this solicitation campaign. The samples may be voided.	<input type="checkbox"/>	<input type="checkbox"/>
5. For any items marked “Not Attached” a full written explanation must be attached.	<input type="checkbox"/>	<input type="checkbox"/>

I/We certify that the information furnished in this document and all other attachments is true to the best of my/our knowledge.

Signature of Authorized Officer of Professional Solicitor Date Signed

Print Name

Title

NOTARY SEAL

SWORN TO AND SUBSCRIBED BEFORE ME AT:

This_____ Day of _____, 20_____

Signature of Notary Public

My Commission Expires: _____

Signature of Chief Fiscal Officer or other Authorized Officer of Charitable Organization Date Signed

Print Name

Title

NOTARY SEAL

SWORN TO AND SUBSCRIBED BEFORE ME AT:

This_____ Day of _____, 20_____

Signature of Notary Public

My Commission Expires: _____

